

**GUIDELINES FOR THE 62nd CONVOCATION CEREMONY
UNIVERSITI SAINS MALAYSIA**

1. The Convocation Date

The 62nd convocation ceremony of USM will be held as follows:

| SESSIONS | DATE | VENUE | DEGREE CONFERRED |
|---|--|---|--|
| First Session until Fifteen Session | 19 th until 26 th November 2024 | Dewan Tuanku Syed Putra (DTSP), Main Campus | Honorary Degree/ Emeritus Professor/ Chancellor’s Gold Medal Award/ Postgraduate/First Degree/Diploma |

2. Attendance

2.1 The Graduands Guest

- a. Only two (2) of the graduands guests are permitted to attend.
- b. The convocation ceremony can be viewed live via the official Facebook page at [USM@USMOfficial1969](https://www.facebook.com/USMOfficial1969) or livestreaming on Youtube.

2.2 Graduands

- a. Graduands must abide all the rules of attendance that has been set based on the convocation session.
- b. Graduands are not allowed to postpone ceremony or elect any representative to attend the Convocation Ceremony on behalf of the graduates.
- c. Graduands may download the Convocation Ceremony invitation letter that has been displayed at <http://graduan.usm.my> according to their respective session. The invitation letter can be download starting **21st October 2024**.

2.3 Procedure Compliance

2.3.1 Additional Conditions For The Transmission Of Infectious Diseases

- a. Graduands who have been confirmed to have an infectious disease (COVID-19, influenza, measles, and others) by a health facility and have received a Sick Leave Certificate or quarantine order will not be allowed to attend the convocation ceremony.
- b. If a graduand is diagnosed with an infectious disease but does not receive a Sick Leave Certificate from a health facility, the graduand may attend the convocation ceremony wearing a face mask.
- c. All matters related to infectious diseases are handled according to the SOP of the **USM Nerve Centre at 04-653 6771/6773** or the **Sejahtera Centre (Health & Dental) at 04-653 4943/012-6434948**.
- d. All graduands and guests are encouraged to practice the following infectious disease prevention measures:
 - i. Maintain personal hygiene and wash your hands frequently, especially after touching surfaces.
 - ii. Wear a face mask in public places, especially indoors or when in a public environment.
 - iii. Practice good coughing etiquette: use a handkerchief or sleeve to cover your mouth and nose when you cough or sneeze. Dispose of tissue properly and wash your hands immediately.
 - iv. If you have symptoms of an infectious disease, consult a doctor immediately and avoid social contact. Wear a face mask in public places, especially indoors or when in a public environment.

2.3.2 During Convocation Ceremony

A. Registration

- a. Graduands must report at the designated hall that has been scheduled according to their own sessions as follows:

| DATE | SESSION | REGISTRATION TIME |
|---|---------|-------------------|
| 19 th NOVEMBER 2024 (TUESDAY) | 1 | - |
| 20 th NOVEMBER 2024 (WEDNESDAY) | 2 | 7:30 a.m. |
| | 3 | 1:30 p.m. |
| 21 st NOVEMBER 2024 (THURSDAY) | 4 | 7:30 a.m. |
| | 5 | 1:30 p.m. |
| 22 nd NOVEMBER 2024 (FRIDAY) | 6 | 7:30 a.m. |
| | 7 | 2 :00 p.m. |
| 23 rd NOVEMBER 2024 (SATURDAY) | 8 | 7:30 a.m. |
| | 9 | 1:30 p.m. |
| 24 th NOVEMBER 2024 (SUNDAY) | 10 | 7:30 a.m. |
| | 11 | 1:30 p.m. |
| 25 th NOVEMBER 2024 (MONDAY) | 12 | 7:30 a.m. |
| | 13 | 1:30 p.m. |
| 26 th NOVEMBER 2024 (TUESDAY) | 14 | 7:30 a.m. |
| | 15 | 1:30 p.m. |

- b. Late comers will not be permitted to attend the Convocation Ceremony.
- c. Graduands must wear the complete academic dress (robe, mortarboard and hood).
- d. Graduands with disabilities and special needs must report in DTSP.

B. Collection of Graduands Cards at the Lecture Hall

- a. Graduands who arrive at the Lecture Hall Complex will be assisted by the Convocation Officer for collection of Graduands Card at the designated Lecture Hall.
- b. Information about the Lecture Hall according to the degree programme will be displayed on the entrance of the lecture halls and Graduand's Secretariat Counter.
- c. Graduands need to take a graduand's card at the Lecture Hall to ascertain the graduand's block and seat number in the DTSP. Only those with graduand's card are permitted to enter DTSP.
- d. The duration of time for the graduands to enter DTSP will begin at 7:45 a.m. until 8:30 a.m. (for morning session) and at 1:45 p.m. until 2:30 p.m. (for afternoon session) through the designated entrance.

C. Regulation in DTSP

Graduands

- a. Enter DTSP via a designated door no later than 8:30 a.m. (for morning session) and at 2:30 p.m. (for afternoon session). Late comer will not be permitted to enter the hall.
- b. Not permitted to exit until the convocation session end.
- c. Graduands need to sit in the designated block and seat as stated on the Graduates' Card.
- d. Not allowed to bring bag, student card, RFID card like Touch n Go, parking ticket, office access card and others that may disrupt the card reading system.
- e. Graduands are not allowed to enter the hall if they do not follow the designated dress code.
- f. If graduands need any help, they may contact the Marshals on duty for assistance.

Guests of Graduates

- a. Enter DTSP entrance through the designated door no later than 8:30 a.m. (for morning session) and at 2:30 p.m. (for afternoon session).
- b. Not allowed to bring the flower bouquet or gifts into the hall.
- c. Children under the age of 12 are not allowed to enter the hall.
- d. Not permitted to exit the hall until the Convocation session end.
- e. Guests of the graduands that enter the hall are advised to wear an appropriate attire as it follow the etiquette formal occasion.

D. Exiting DTSP

- a. Graduands exit the DTSP through the designated door.
- b. Graduands must follow the instruction from the Marshal on duty to exit the hall.

3. Collection and Return of the Academic Dress

3.1 General info

- a. The attire of the formal and academic University wear must be as stated in the Formal and Academic University Wear Status.
- b. Any modification on any parts of the academic dress are not allowed.
- c. Any swapping of academic dress are not allowed.
- d. Graduands are responsible to make sure the academic dress in a complete set (robe, mortarboard and hood) are receive and return in a good condition. Charge will be imposed if the academic dress is damaged or lost at the following rates:

| DEGREE | RATE (RM) | | |
|----------------|-----------|--------------|--------|
| | ROBE | MORTAR BOARD | HOOD |
| PhD/ Doctorate | 570.00 | 100.00 | 320.00 |
| Master | 480.00 | 80.00 | 50.00 |
| Bachelor | 480.00 | 80.00 | 50.00 |
| Diploma | 470.00 | 80.00 | - |

- e. Graduands need to return the academic dress (robe, mortarboard and hood) once the session end. Late return will be charged at the stated rate.
- f. The claiming of scrolls and academic transcripts will only be issued once the academic dress is returned and the payment of fines is cleared.

3.2 Collection of Academic Dress

- a. Graduands need to complete the academic dress booking and the appointment on the website <http://graduate.usm.my/> starting from **1st November 2024 (9:00 a.m.) until 8th November 2024**. The information of booking and appointment are final. Please come based on the date and time given.
- b. The collection of academic dress is through appointment base on the stated session. Please make sure the measurement of the robe, mortarboard, date, and time of the appointment is followed accordingly. Any changes and amendments are not allowed.
- c. Graduands are required to **present the e-slip** of academic dress collection that given through academic dress collection booking slot, matric card/identification card/ passport at the Dress Academic Collection Counter.
- d. Graduation In Council (GIC) graduands are required to present all the requirements as above 3.2(c) and submit the **receipt of payment of the academic dress deposit** at the Academic Dress Collecting Counter.
- e. Collection of the academic dress by the graduand's representative is permitted with documentation as above 3.2(c). A representative is allowed to represent up to three (3) graduands for the same session and appointment date only. Graduands are fully responsible for the academic dress collected by the representative.
- f. Before leaving the academic dress collection counter, graduands/representatives need to ensure that the academic dress received is complete (robe, mortar board and hood) and not damaged.
- g. Only graduands/representatives are allowed to be at the academic dress collection venue.
- h. Venue of academic dress collection is at Main Robing Room which will be opened on **9th until 15th November 2024 at 9:00 a.m. until 5.00 p.m.**

| DATES | SESSION | TIME | LOKASI |
|---|------------|---|-----------------------------------|
| 9 NOVEMBER 2024 (SATURDAY) | SESSION 2 | 9.00 a.m. UNTIL 5.00 p.m. (Through appointment base on the stated session) | MAIN ROBING ROOM, DTSP |
| | SESSION 3 | | |
| 10 NOVEMBER 2024 (SUNDAY) | SESSION 4 | | |
| | SESSION 5 | | |
| 11 NOVEMBER 2024 (MONDAY) | SESSION 6 | | |
| | SESSION 7 | | |
| 12 NOVEMBER 2024 (TUESDAY) | SESSION 8 | | |
| | SESSION 9 | | |
| 13 NOVEMBER 2024 (WEDNESDAY) | SESSION 10 | | |
| | SESSION 11 | | |
| 14 NOVEMBER 2024 (THURSDAY) | SESSION 12 | | |
| | SESSION 13 | | |
| 15 NOVEMBER 2024 (FRIDAY) | SESSION 14 | | |
| | SESSION 15 | | |

3.3 Graduates with GIC Status

- a. *Graduation In Council* (GIC) for graduands who have received their degree scrolls and academic transcripts before attending the Convocation Ceremony.
- b. GIC graduands are required to pay the academic dress deposit **RM300.00** before academic dress collection and appointment slots.
- c. Payment can be made during the appointment process via <https://graduate.usm.my/> using student email ID and password. Cash transaction is not available at the counter.
- d. Refund of the deposit for *Graduation in Council* (GIC) will be made within 14 days after the all sets of the academic dress are returned in a good condition.

3.4 Returning of Academic Dress

- a. Graduands must return the academic dress in a good, clean and dry condition including the graduand's card after the convocation session ends at the Main Robing Room. Penalties will be imposed for the lost of graduand's card or damage of the academic dress.

| DATE | SESSION | TIME | LOCATION |
|--|--------------------------------------|--|---------------------------|
| 20 th NOVEMBER 2024 UNTIL 26 th DECEMBER 2024 | SESSION 2 UNTIL SESSION 15 | <ul style="list-style-type: none">• 10:00 a.m. - 1.00 p.m.• 2.30 p.m. - 6.30 p.m. | MAIN ROBING ROOM, DTSP |
| 27 th NOVEMBER 2024 UNTIL 1 st DECEMBER 2024 (Including SATURDAY & SUNDAY) | | <ul style="list-style-type: none">• 9:00 a.m. – 4:30 p.m. | |

- b. Penalty payment for the late return of the academic dress will be imposed from **2nd December 2024** for RM20.00 per day. Loss/damage of the graduand card, will incur a RM15.00 fine. Penalties can be paid via ePayment (<https://epayment.usm.my/>).
 - c. Graduands must present the Academic Dress Collection e-slip during the process of returning the academic dress.
 - d. Only graduands who have returned academic dress and graduand cards are allowed to collect the degree scrolls and academic transcripts.
4. Any enquiry regarding the academic dress, please contact **Service and Facility Unit** via email: pakaianakademik@usm.my.

5. Code of Ethics for Graduand's Attire

5.1 Male Graduands

Lounge suit

- i. Long-sleeve shirt (light coloured).
- ii. Long trousers (dark coloured) – (Jeans/Denim) are not permitted.
- iii. Coat, necktie, leather shoes (dark coloured) or;
- iv. National attire (with sampin).

5.1.1 Prohibited Attire

- i. Cultural clothes and uniforms (police, military etc).
- ii. Refrain from wearing yellow clothing.
- iii. Slippers/sandals.

5.2 Female Graduands

- i. Long sleeve dresses with ankle-length skirt.
- ii. Leather and dark coloured shoes (court shoes)
- iii. Graduands with long hair must ensure the hair is neatly tied.

5.2.1 Prohibited Attire

- i. Short skirt.
- ii. Highly slit/split skirt.
- iii. Leggings.
- iv. Sleeveless tops/shirts.
- v. Revealing clothes.
- vi. Clothes that are too bright or yellow in colour.
- vii. Excessive accessories/jewelleries.
- viii. Slippers/sandals.
- ix. Niqab.
- x. Denim/Jeans.
- xi. Shoes with high heels (heels above 2 inches)

Note: Graduands who do not conform to the dress code as above will not be permitted into the hall.

5.3 Academic Dress

It is compulsory for all graduands to wear full academic dress as follows:

- b. Robe.
- c. Hood.
- d. Mortar board.

5.4 Graduand's Guest Attire

| | |
|----------------|--|
| Male Guests : | National Attire / Batik / Lounge Suit / Official attire |
| Female Guests: | National Attire / Batik / Official Attire / Appropriate Attire |
| Shoes : | Fully Covered |

6. SOP Video of Graduands' Movements/Flow During Convocation Ceremony

Graduands should view the SOP video of Graduands' Movements During Convocation and understand the guidelines of the 62nd Convocation Ceremony via convo.usm.my.

7. Collection of Scroll and Transcript

Before graduands/representatives collect the degree scrolls and academic transcripts, please ensure:

- a. Clear all the debts (tuition, accommodation fees and etc) with the University (if related). For those who have not paid convocation fees, please do so via ePayment (<http://epayment.usm.my>) before attending the Convocation Ceremony.
- b. Return the borrowed books to the USM Library (if related).
- c. For the matter (a) and (b), please present the payment receipt or release letter from the Treasurer / Library Department if you have paid the debt/return the borrowed books.
- d. Only graduands who have returned the academic dress and graduand cards are allowed to collect the degree scrolls and academic transcripts.
- e. Graduands need to check and make sure all the information on the degree scroll and academic transcripts that have been received are complete and accurate.
- f. The university will not be responsible for the lost/damage of the degree scroll and academic transcripts after they have been collected by the graduands.
- g. Graduands representative need to fill the Representative Appointment Consent Form via the link below:
 - Postgraduate
<https://forms.gle/uXZMsP3MvsigAwtg8>
 - Undergraduate
<https://forms.gle/zhWnt4WX4wkZcMeL7>

- h. During the convocation period (20th – 26th November 2024), degree scroll and academic transcript can be collected at the Student Main Hall (A), at 9:00 a.m. until 6:30 p.m. after the graduands convocation session end.
- i. After the convocation period, degree scroll and academic transcript can be collected according to the following details:

| SCROLL | DATE | TIME | VENUE |
|----------------------------|--|--------------------------|--|
| Postgraduate | Starting 27 th November 2024 | 9.00 a.m. – 5.00 p.m. | Institute of Postgraduate Studies (IPS) |
| Undergraduate / Diploma | 27 th – 29 th November 2024 | 9.00 a.m. – 5.00 p.m. | Student Main Hall (A) |
| | Starting 2 nd December 2024 | | Student Records Unit, Academic Management Division, Registry, Level 1, Chancellory Building |

8. Delivery of Degree Scroll and Academic Transcript by Post

- a. Graduands need to fill in the Application Form for Delivery of Degree Scroll and Academic Transcript via link below:
- Postgraduate
<https://forms.gle/nyxvjungquqzY5uVA>
 - Undergraduate
<https://forms.gle/RwcQK77ubkq1Y6hi8>

The Application Form for Delivery of the Degree Scroll and Academic Transcripts can be sent to the Officer as below:

| UNDERGRADUATE / DIPLOMA GRADUANDS | POSTGRADUATE GRADUANDS |
|--|---|
| Senior Assistant Registrar Student Records Unit, Academic Management Division, Registry, Level 1, Chancellory Building 11800 USM, Penang | Deputy Registrar Institute of Postgraduate Studies, 11800 USM, Penang |

- b. Enclose the copy of the courier service payment slip of RM8.00 (west Malaysia) / RM 11.00 (Sabah / Sarawak). Payment must be via ePayment (<https://epayment.usm.my>)
- c. The University will not be responsible to the lost / damage / failure to receive the degree scroll and academic transcripts.

9. Graduands Tracer Study System(SKPG)

All of the USM graduands **OBLIGATED** to fill in **GRADUANS TRACER STUDY SYSTEM (SKPG)** via **ONLINE**.

Url: great.mohe.gov.my

Click **SKPG**

The duration of the time: **4th October 2024 until 31st December 2024**



Sistem Kajian Pengesanan Graduan (SKPG)

Kajian Pengesanan Graduan merupakan kajian tahunan yang dilaksanakan oleh Kementerian Pendidikan Tinggi (KPT) bagi mengetahui status pekerjaan setelah tamat pengajian. Di samping itu, kajian ini bertujuan mendapatkan pandangan graduan berhubung program pengajian, kemudahan dan perkhidmatan institusi pendidikan tinggi masing-masing.

The banner features four icons representing different stages of the process: SKPG (a graduation cap over a globe), SKPG 2.0 (a hand using a smartphone), Penerbitan (a stack of books with a pie chart), and Anjung (a building with a checkmark and the word 'ANJUNG' above it).

Any enquiry, kindly contact:

- ▶ Mr. Sollehin Ab Rahim: 04-6534597 / 6167 (emel: sollehin@usm.my)

Each graduands need to complete the study given and then print out the “Declaration Slip” of SISTEM KAJIAN PENGESANAN GRADUAN as a proof.

The “Study Declaration Slip” must be given to the office at the Graduand Study Counter, at the **Student Main Hall (A)** foyer **BEFORE** taking the Degree Scroll and Academic Transcript. Graduands’ cooperation in completing the study is highly appreciated by the university.

MyCSD : CONTINUOUS STUDENT DEVELOPMENT

Continuous Student Development (MyCSD) is a recognition by the university on the involvement of students in student development programs joined throughout the duration of their study. Information regarding any involvement has been systematically recorded in MyCSD database system. MyCSD Transcripts can be released only to **First Degree (Full-Time) as well as graduates of Nursing Diploma (Full-Time)**.

DATE, TIME AND LOCATION FOR MyCSD TRANSCRIPT COLLECTION FOR FIRST DEGREE GRADUATES AND NURSING DIPLOMA

The MyCSD Transcript can be collected at the Student Main Hall (A), **20th – 29th November 2024** from **9:00 a.m until 6:30 p.m** after the graduand convocation session ends.

Starting on **2nd December 2024**, the transcript can be collected at the Student Development Centre, Building H21, BHEPA office according to office hours.

PROCEDURE FOR COLLECTION OF MyCSD TRANSCRIPT FOR FIRST DEGREE GRADUATES (FULL-TIME) AND NURSING DIPLOMA

1. Before collection of MyCSD Transcript, please ensure that:-
 - a) graduate's robe has been returned
 - b) any outstanding debts have been settled (if any)
2. Graduates who are not attending the convocation must settle the payment for convocation fee and university debts before collection of MyCSD Transcript.
3. The University will only release MyCSD Transcript once after the Convocation Ceremony to graduates.
4. Upon receiving the MyCSD Transcript envelop, graduates are advised to check and ensure that the MyCSD Transcript is complete and contained inside the given envelop.
5. Graduates are also advised inspect the spelling accuracy of their Names and Identification Card Number on their respective MyCSD Transcripts.
6. Methods of collecting MyCSD Transcript are as followed:
 - a. **Attending the Convocation Ceremony**
 - i. Graduates who attend the Convocation Ceremony must collect their MyCSD Transcript at the MyCSD Transcript Collection Counter, Student Main Hall (A).

b. Through Representative

- i. Representatives must collect the MyCSD Transcript at the MyCSD Transcript Collection Counter, Student Main Hall (A) during the duration of the convocation session or at the Student Development Centre, Building H21, BHEPA after the end of graduates convocation session.
- ii. Representatives must bring along a copy of their own MyKad as well as the applicant's as a proof for identity verification.
- iii. Graduates will take full responsibility on any problems that arise.

c. Through postal delivery service

Terms and conditions for postal delivery are as followed:

- i. Applicants must purchase two L-sized Pos Laju envelopes. One envelope with the applicant's address shall be folded and inserted into the other envelope and sent to the address stated below for the attention of Encik Abdul Razak Bin Ghazali.
- ii. All costs for Pos Laju will be incurred by the applicants.
- iii. The University will not be held accountable for any losses or damages on the MyCSD Transcript.
- iv. Application must be sent directly to:

Student Development Centre
Student Development Affairs & Alumni (BHEPA)
Continuous Student Development Unit (MyCSD)
Building H21, Kompleks Cahaya Siswa
Lorong Cahaya
11800 Universiti Sains Malaysia
Penang

d. Loss of MyCSD Transcript

- i. In the case of a loss of MyCSD Transcript, graduates may apply for the collection of MyCSD Transcript for the second time by making a RM10.00 payment at the counter of Student Revenue and Finance Section, Bursary (Building D12) on behalf of the **Tabung Aktiviti Pelajar: 306.JHEP.231701** account. Payment receipt will be provided to the graduates. [Cash payment at Student Development Centre, BHEPA office is NOT ALLOWED].
- ii. Please bring along the payment receipt issued by USM Bursary to the MyCSD Unit, Student Development Centre, BHEPA.

7. For any inquiries regarding MyCSD Transcript, please contact 04-6536166 / 5842 or email to: abdulrazak@usm.my / mjamilkhair@usm.my

USM Alumni

ALUMNI DEVELOPMENT CENTRE (ADC)

INTRODUCTION

The Alumni Development Centre is a unit under the Universiti Sains Malaysia (USM) Division of Student & Alumni Development Affairs (BHEPA) and is directly accountable to the Deputy Vice-Chancellor HEPA, effective in 2014. During its initial establishment in 2000, alumni management was placed under the management of the Vice-Chancellor's Office and known as the Alumni Liaison Centre.

The major roles of ADC are as shown below :

1. Cultivating the spirit of "I Love USM" to students, alumni and stakeholders,
2. Communication through websites, emails, social media and Alumni Bulletin,
3. Collaboration through PTJ (Alumni Ambassador), industries and other Public Universities (MALUMNI),
4. Conducting philanthropic activities through special projects (Adopt Your Hostel Room @USM, COVID19 Donation Drive, WAKAF@USM, Gold Medal Prize and Book Prize)
5. Performing Services:
 - i. Ensure an integrated database (Alumni Dashboard)
 - ii. Maintain the security of alumni data
 - iii. Collaborate with HEBAT Development Centre and Division of Industry and Community Network (BJIM) for the career advancement of alumni members.

ADC WEBSITE

The ADC website can be accessed through usmalumni.usm.my. This website will assist USM to strengthen and enhance the collaborative efforts between the alumni and the University.

ADC also provides the USM Alumni System, (<http://welead.usm.my/graduan>) to ensure that alumni members can update their latest information.

The website will help to achieve the University's aspiration to encourage former students to contribute energy, ideas and financial assistance towards making USM one of the leading universities in the region.

ADC would like to congratulate all the graduates who have successfully completed their studies this year. Keep in touch with us to get the latest information on the University and to strengthen the relationship between alumni members.

ENQUIRIES:

CONVOCATION SECRETARIAT

Media and Public Relations Centre ▶ 04 - 653 6490 / 6496 / 6495

EXAMINATION RESULTS / GRADUATION

- **First Degree and Postgraduate Degree [Coursework mode/Mixed mode]:**

Examination and Graduation Unit ▶ 04 - 653 3479 / 3121 / 3069 / 3074

- **Postgraduate Degree [Research Mode]:**

Institute of Postgraduate Studies (IPS) ▶ 04 - 653 2945 / 2948 / 2935 / 2961

ACADEMIC DRESS

Service and facility Unit ▶ 04 - 653 6431 / 6402

Robing Room ▶ 04 - 653 3736 / 4495

DEGREE SCROLL AND ACADEMIC TRANSCRIPT

- **First Degree**

Student Records Section ▶ 04 - 653 2336 / 4194 / 3078

- **Postgraduate Degree [Research Mode, Coursework and Mixed mode]**

Institute of Postgraduate Studies (IPS) ▶ 04 - 653 2945 / 2948 / 2935 / 2961

BURSARY

Main Campus

- First Degree ▶ 04 - 653 3770
- Distance Learning Programme ▶ 04 - 653 3777
- Postgraduate Degree ▶ 04 - 653 2995 / 6658

Engineering Campus

▶ 04 - 599 5024

Health Campus

- First Degree ▶ 09 - 767 2111 / 2127 / 2124
- Postgraduate Degree ▶ 09 - 767 2123 / 2124
- KLE ▶ 09 - 767 6051 / 2124

USM LIBRARY

- Main Campus ▶ 04 - 653 3799 / 3724
- Engineering Campus ▶ 04 - 599 5114 / 5113
- Health Campus ▶ 09 - 767 1473 / 1468 / 1464

GRADUAND'S CHECKLIST FOR THE 62nd CONVOCATION OF USM

Graduands are reminded to ensure the following :

1. has viewed the SOP video of the Graduands Movement During the Convocation Ceremony for the purpose of compliance with the procedures of the 62nd Convocation Ceremony.
2. has read and understood the 62nd Convocation Ceremony Guidelines.
3. has complied with the standard health operating procedures for the 62nd Convocation Ceremony.
4. has settled all the outstanding debts with the University.
5. has completed the appointment booking slot for academic dress collection and e-Slip documentation as proof.
6. has received a complete academic dress in good condition.
7. has complied with the Convocation Ceremony Dress Code.
8. has registered according to the time determined and has collected the graduand card at the designated Lecture Hall.
9. has returned the academic dress and graduand card at the Main Robing Room.
10. has completed Graduands Tracer Study via online and printed the Declaration Slip.
11. has collected the degree scrolls together with academic transcripts at DUP A and convocation photos at DUP B.

**GRADUAND'S COOPERATION IN ADHERING TO THE REGULATIONS OF THE
62nd CONVOCATION CEREMONY OF UNIVERSITI SAINS MALAYSIA
IS HIGHLY APPRECIATED**